Where to Go for More Information

Historical Resources Commission

c/o Claudia C. Hanson, Planning and Engineering Manager, Community Development Department, 1 E. First Street Reno, NV 89505 (775) 334-2381

City of Reno Historic Structures Handbook

University of Nevada, Reno

1664 N. Virginia St., Reno, NV 89557 (775) 784-4636 http://knowledgecenter.unr.edu/

The Nevada Historical Society

1650 N. Virginia Street, Reno, NV 89503 (775) 688-1190 http://museums.nevadaculture.org

The State of Nevada

State Historic Preservation Office

901 S. Stewart Street, Suite 5004 Carson City, NV 89701-4285 (775) 684-3448 http://nvshpo.org/

Washoe County Assessor's Office

1001 E. 9th Street, Reno, NV 89512 (775) 328-2200 http://www.co.washoe.nv.us/assessor

Washoe County Library, Downtown Reno

301 S. Center Street, Reno, NV 89501 (775) 327-8312 http://www.washoecounty.us/library/

Washoe Landmark Preservation, Incorporated The Lake Mansion Museum & Events Center

250 Court Street, Reno, NV 89501 (775) 826-6100

The Advisory Council on Historic Preservation

http://www.achp.gov/

The National Register for Historic Places

http://www.nps.gov/nr/

The National Trust for Historic Preservation

http://www.preservationnation.org/

Certified Local Government Program

http://www.nps.gov/history/hps/clg/

City of Reno Historic Resources Commission

http://www.reno.gov/index.aspx?page=614

Historic Reno Preservation Society

http://www.historicreno.org/

Secretary of the Interiors Standards for the Treatment of Historic Properties

http://www.nps.gov/hps/tps/standguide/

Technical Preservation Services

http://www.nps.gov/tps/



City of Reno
Historical Resources Commission
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The City of Reno Register of Historic Places



The Giraud/Hardy House – listed on the City of Reno Register of Historic Places

Guidelines for Researching and Nominating Your Residential or Commercial Property to the City Register of Historic Places



Do You Own a Historic Property?



The City of Reno contains several structures and areas that embody a sense of time and place unique to our Nation, the State of Nevada, or the City of Reno. Many of these commercial and domestic buildings exemplify and reflect cultural values, and economic, political, or architectural history. Thus, these resources are an important part of our built environment and are worthy of preservation. If you think you have a historic property, you should consider nominating it to the City of Reno Register of Historic Places. In addition to receiving recognition for your property, you will also be contributing to a sense of community in Reno.

Purpose of this Brochure

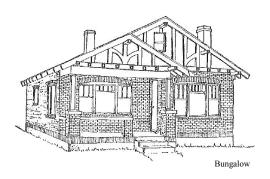
This brochure provides a set of guidelines for identifying and nominating historic properties to the City of Reno's Register of Historic Places. It details specific steps you should take to help you prepare a nomination form for the City Register of Historic Places. Additionally, this brochure contains a list of information resources helpful to researching your property.

The Historical Resources Commission

The Reno City Council established the Historical Resources Commission (HRC) in 1993 to identify and maintain a list of properties with historical, architectural, archaeological, or aesthetic values in the City of Reno. The HRC is a seven-member body appointed by the City Council that consists of architectural historians, architects, historians, engineers, and members of the public interested in historic preservation. The HRC also maintains the City's Register of Historic Places and encourages you to submit an application for your property to be listed. It is important to keep this register because each historic resource preserved in Reno adds to the visual texture and history of our built environment.

Do I Have a Historic Property?

If your property is fifty years old or older, it may be eligible for listing on the City Register of Historic Places. The HRC may make exceptions for outstanding examples or certain architectural styles or those associated with important people in Reno's history. Following are the steps you should take to nominate a property to the City Register of Historic Places.



Steps to Nominate Your Property to the City Register of Historic Places

1. Age Determination

If you think your property may be historic, your first step should be to determine its age. The Washoe County Assessor's Office can give you an approximate date of construction and a legal description of your property. The Mary B. Ansari Map Library, located in the DeLaMare Library at the University of Nevada, Reno, can also help you in determining the age of your property through historic Sanborn fire insurance maps and collaborative maps. Perhaps the most accurate way to determine the age of your property is to conduct a title search. You can either call a Title company (which can be found online or in the Yellow Pages) or do the research yourself at County Records with a clerk's assistance. A title search may also reveal notable figures in Reno's history associated with your property, which would be an important element of your nomination.

Once you determine the age of your property and decide you are interested in nominating your property to the City Register of Historic Places, an application is available online at the City of Reno website, under the Historical Resources Commission section. As you research your property, be sure to use the application as a guide and note any dates, names, or interesting historic details you discover. If you keep good notes and make photocopies when possible, it will make your application easier to complete.

2. Architectural Style

Your next step is to determine the architectural classification of your building. What do you think are significant architectural features of your property? For example: is it a Bungalow, Mission Revival, or Queen Anne? Perhaps it is eclectic with various architectural features. What materials were used in the construction of your house? Do you think your property could be part of a historic district? The Washoe County Library, the University of Nevada Library, and internet research can help you identify the materials and methods used to construct your building and architectural features

that will help you classify your property. After you have selected an architectural style for your buildings, you may wish to consult with members of the HRC or City Staff to confirm your initial determination.

3. Criteria for Listing

The HRC has created certain criteria for listing a property on the City of Reno Register. These include the following considerations:

- 1. Is your property listed on the State or National Historic Register?
- 2. Is your property associated with historic people or events?
- 3. Does your property embody a certain architectural style? Is it valuable for the study of a period, type, or method of construction?
- 4. Is your property the work of a master builder or architect?
- 5. Is your property a good example of a certain type of structure?
- 6. Is your property part of a larger group of properties that shows continuity or a concentration of architectural or other cultural characteristics in an area?

For your application, you will need to prepare a narrative section describing the historic significance and how your property satisfies the HRC's criteria for listing.

4. Bibliography

You will need to compile a bibliography for your application that states where you found information on your property. Here you should list any books, interviews, and other sources that you used to fill out your application. If you are unsure of how to list these sources, consult a Modern Language Association Guide or other stylebook either online or at the library.



5. Description of Property

The address, parcel number, and acreage of property are usually sufficient for this section of the application. This information is available from the County Assessor's Office and can be obtained online or with a phone call. If the boundaries of the nominated property do not match the parcel boundaries, you must

fully explain the property boundaries in a narrative paragraph.

6. Attachments to your Application

Your next step is to attach any written architectural and property descriptions (narratives) to the application. All nominations must also include a map showing buildings and boundaries of the property or proposed district. Site plans must be complete with all building footprints, landscape features, property lines, and any other elements pertinent to your property. You must also submit black and white photographs with your application. These photos should show all sides of the house and any related structures (sheds, etc.) without being obscured by trees or cars. You may also wish to include photographs of significant architectural details. Several local companies offer black and white developing services.



7. Owner Consent Form

The Historical Resources Commission requires owner consent for all listings on the City Register of Histor (Compliments of Mercedes de la Garza) ions on these procedur City Staff.

8. Submission of Application

After you submit a complete application, the HRC will notify property owners within 300 feet of your property and schedule a public hearing within 30 days. Oral and written statements concerning the historic significance of the property will be taken at the public hearing, and the public will have the opportunity to comment. The HRC will notify the owner and make a recommendation to the City Council within 45 days of receipt of a completed application. For more details on the process, you are encouraged to contact the City Staff for the Historical Resources Commission.

If my property is on the Register, will I be prohibited from making changes to my house?

If your property is listed on the City Register, you can make interior changes to your building. To maintain the integrity of the City Register of Historic Places, the HRC requires a certificate of appropriateness for exterior changes. This process is simple and is designed to help you preserve the historic character of your property.

What are the benefits of listing my property?

In addition to the public recognition of your historic building as a significant historic resource in our community, properties listed on the City Register may be eligible for uses, standards, and regulations other than those allowed in your current zone. The HRC is sensitive to the financial impacts of listing a property on the register. Often, listing on the City Register has little or no financial impact on the owner. In cases where the listing does have financial impact, the HRC will work with the owner to minimize these impacts.

I do not own a historic property, but I am interested in Historic Preservation in Reno. What can I do to get involved?

Recently, several historic buildings have been threatened in Reno. Generally, opposition has been strong to the demolition of these buildings, but sometimes this is not enough. An organized citizen's preservation group could address the issues. The HRC is an advisory committee and, as such, cannot advocate for these issues in the way a private citizens' groups can. Also, HRC has monthly public meetings. Check the notices in the newspaper for the location and time of these meetings, or call Claudia Hanson at 775-334-2381. Every spring, the National Trust for Historic Preservation Office sponsors a Historic Preservation Week. Activities vary and can include walking tours and historic preservation awards. Call the State Historic Preservation Office at 775-684-3448 for more information. Additionally, the University of Nevada offers Historic Preservation courses at the undergraduate and graduate levels every semester and professional development courses through the Continuing Education Department. Contact the University for more information.

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Common Questions & Answers